

## Payday FYI Policy, Procedures, and Requirements

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<a href="#">Policy:</a>	Overview of process rules, deadlines, and responsibilities.
<a href="#">Procedures:</a>	
<a href="#">DOP</a>	Step-by-step description of DOP actions.
<a href="#">Sponsoring Agency</a>	Step-by-step description of actions that the agency sponsoring a Payday FYI must complete prior to delivery of the FYI.
<a href="#">Agency</a>	Responsibilities of all state agencies to ensure that their employees receive Payday FYIs.

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### Policy

The Payday FYI process is the primary communication tool for reaching all state employees. The process is primarily electronic, but does require printing and distributions of a limited number of paper documents for the pay envelope of state employees who do not have access to e-mail.

- 1) This process will be used for official state business only.
- 2) Only one FYI will be distributed per month. The distribution can occur on either of the two state paydays. (State paydays usually fall on the 10<sup>th</sup> and 25<sup>th</sup>.)
- 3) A Payday FYI Request form must be submitted to the Department of Personnel (DOP) for approval **at least 30 days prior to the payday** when the FYI will distributed.
- 4) DOP Communications responds to a Payday FYI Request within five working days. The response will be either approval with procedures, or disapproval with a brief explanation.
- 5) Any state government entity (agency, board, commission, etc.) using the Payday FYI service must meet electronic and printed requirements for distribution. [See requirements.](#)
- 6) Any state government entity using the Payday FYI service must provide an electronic version to DOP Communications **a minimum of ten working days before the payday** when the FYI will distributed. DOP will review finished copy, make recommendations, and issue final approval within two working days.
- 7) Any state government entity using the Payday FYI service must provide a printed version to payroll offices with employees who do not have access to e-mail **a minimum of five working days before the payday** when the FYI will distributed. [See list.](#)
- 8) DOP posts a Payday FYI e-mail to agency designees **one day prior to the payday** when the FYI will be distributed.
- 9) DOP Communications must approve any exceptions to this policy.

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### Requirements for Electronic FYI files

The sponsoring agency must provide the DOP Communications Office the required electronic files a minimum of five working days prior to the payday when the FYI will be distributed.

Description of the required electronic files:

- a) A text version that is in either MS Word or HTML — no graphics or color
- b) A PDF version that is suitable for printing on a desktop printer — letter size, graphics and color are acceptable.

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**Requirements for Printed FYI inserts**

The sponsoring agency must obtain the total number of printed inserts required and the count by agency from the Payday FYI Web site. The inserts must be delivered to the agencies a minimum of five working days prior to the payday when the FYI will be distributed.

Size and packing specifications for Payday FYI inserts:

- a) Slip sheet or rubber band every 100 for easier distribution
  - b) The finished size must be a maximum of 7.5" x 3.5".
  - c) A pamphlet, card, or tri-folded memo is acceptable.
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## ***Payday FYI*** **Department of Personnel Procedures**

- 1) The DOP Help Desk receives an electronic FYI Payday Request form.
- 2) The Help Desk forwards the FYI Payday Request Form to DOP Communications.
- 3) Within five working days of receipt, DOP Communications:
  - Approves or disapproves the request;
  - Notifies the sponsoring agency's contact of its decision; and, if appropriate,
  - Provides the printing requirements, electronic file requirements and distribution instructions.
- 4) Upon receipt of the final Payday FYI (ten days prior to distribution payday), DOP Communications reviews to ensure content is appropriate for the audience, then e-mails recommendations and/or approval to the sponsor agency contact.
- 5) DOP Human Resources Information Systems Division (HRISD) communicates Payday FYI to payroll offices via the Administrative Message Screen in PAY 1 system.
- 6) DOP HRISD provides mailing labels to Program Sponsor (upon request).
- 7) DOP Communications ensures that information is posted to Payday FYI Web site on scheduled date.
- 8) DOP Communications prepares e-mail and forwards to agency designee one business day prior to published payday.

## **Maintenance of Payday FYI Web site and agency information**

- 1) Upon notification from an agency, DOP HRISD updates printed copy counts and designee information list.
- 2) DOP Communications updates Payday FYI Web home page and archives on the first payday of every month.
- 3) DOP HRISD follows up on any undelivered electronic Payday FYI and ensures that problem is resolved.

## ***Payday FYI***

### **Sponsoring Agency Procedures**

The following procedures should be used by agencies wishing to send information to all state employees via the Payday FYI process.

- 1) Request DOP approval by submitting Payday FYI Request Form to DOP Communications.  
See [Sending an FYI](#).
  - 2) Preparation procedure for electronic version:
    - Provide DOP Communications Office with both a PDF file and a text only version.  
See [document requirements](#).
    - Electronic version must be to DOP Communications 10 days prior to distribution payday. If DOP recommends any alterations, final copy must be to DOP five days prior to distribution payday.
    - Provide a brief description of Payday FYI content (for Payday FYI Web site).
  - 3) Preparation procedure for printed version:
    - Access FYI Payday Web site to acquire the total number of printed copies needed and the number to be provided to each agency. [See agency print counts](#).
    - Acquire mailing labels for DOP HRISD for distribution to state agencies. At Program Sponsor's request, mailing label information can be provided electronically.
    - Request printed copies using requirements stated in policy. [See print requirements](#).
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## ***Payday FYI***

### **State Agency Procedures**

All state agencies share the following responsibilities to ensure that their employees and all state employees receive state business information in a timely and efficient manner.

- 1) All agencies will distribute electronic and printed versions of approved Payday FYI on the scheduled payday.
- 2) Procedures for electronic versions:
  - When agency's designated contact receives an e-mail with the subject line "Payday FYI," the enclosed content, including the link to the FYI Payday Web site, are to be forwarded to all agency employees using the Payday FYI subject line.
  - Keep agency primary and backup contact information up to date.
- 3) Procedures for printed versions:
  - Agency payroll offices ensure that printed copies of the insert are made available to employees who do not have access to e-mail.
  - Keep printed copy count up to date.

#### **Update contact point:**

For additions or changes to your agency printed copy counts, agency contacts and backup contacts, please contact the DOP HRISD Help Desk at (360) 664-6400 or e-mail:

*HelpDesk@dop.wa.gov*.